



INDIVIDUAL DEVELOPMENT PLAN

In order to complete this form, you should obtain a copy of VA Pamphlet 05-67, **Individual Development Planning in the VA**. These pamphlets are stocked at your local facility and at the VA Forms and Publications Depot.

1. NAME OF EMPLOYEE	2. PRESENT POSITION TITLE	3. GRADE AND SERIES	4. DATE ASSIGNED	5. ORGANIZATION AND LOCATION	6. TELEPHONE NO.		
7. SHORT-TERM CAREER GOALS (1 Year)			8. LONG-TERM CAREER GOALS (2-3 Years)				
9. DEVELOPMENTAL OBJECTIVE	10. DEVELOPMENTAL ACTIVITIES (Include length, source, and location of activities)	11. DATE COMPLETED		12. COST		13. ACTION	14. ASSESSMENT (*Supervisor refer to key below)
		ESTIMATED	ACTUAL	ESTIMATED	ACTUAL	A = APPROVED B = DISAPPROVED C = DEFERRED	

* Assessment Key A. Developmental objective was accomplished.
 B. Developmental objective was accomplished although
 employee did not complete designated activities.

C. Progress has been made in accomplishing the developmental objective but further development is required.

D. Developmental objective not accomplished.

E. Developmental objective no longer applies.

